



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCEE

CPL 07-05-AMCEE
08 May 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter - Command Policy Statement on Reasonable Accommodations for Individuals with Disabilities

1. Purpose. This guidance prescribes policy and establishes responsibilities for implementing procedures for the U.S. Army Materiel Command (AMC) Reasonable Accommodation for Individuals with Disabilities (IWD) plan. This guidance extends to all AMC civilian and military employees and applicants for employment. The guidance objectives are:

a. Establish a procedure that will support the prompt, fair, and efficient processing of requests for reasonable accommodation. Reasonable accommodation is a change in the work environment or in the application process that would enable a person with a disability to enjoy equal employment opportunities. There are three general categories of reasonable accommodations:

(1) Changes to a job application process to permit people with disabilities to be considered for jobs.

(2) Changes to enable people with disabilities to perform the essential functions of a job.

(3) Changes to give people with disabilities equal access to the benefits and privileges of employment.

b. Increase awareness of management's responsibility to provide for the expansion of opportunities for individuals with disabilities.

c. Ensure that civilian and military managers and supervisors comply with the provisions of the Rehabilitation Act of 1973, as amended, and with Executive Order 13164.

d. Establish a standard procedure to capture data for reporting disability related actions to higher headquarters.

2. References:

a. Section 501 of the Rehabilitation Act of 1973. 29 U.S.C. § 791(g) (1994).

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b. Executive Order 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," dated 26 July 2000.

c. The Equal Employment Opportunity Commission (EEOC), 20 October 2000, issued its "Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation."

d. The Equal Employment Opportunity Commission (EEOC) issued "Practical Advice for Drafting and Implementing Reasonable Accommodation Procedures under Executive Order 13164," dated July 2005.

e. The AR 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, dated 15 November 1983.

3. Procedures for requesting reasonable accommodations are:

a. An employee or job applicant may initiate a request for reasonable accommodation orally or in writing. Although the employee will be asked to provide a memorandum of the request for recordkeeping purposes, management must immediately process even an informal unwritten request.

b. An individual's request begins when the individual makes that request to any of the following: his/her immediate supervisor or any manager in his/her immediate chain of command, or any staff members at AMC Equal Employment Opportunity (EEO), including collateral duty counselors.

c. A family member, health professional, or other representative may request a reasonable accommodation on behalf of the individual with a disability. The need for a reasonable accommodation should then be confirmed with the person with the disability.

4. Processing a request for reasonable accommodations.

a. First-line supervisors or managers will be responsible for considering and approving requests for reasonable accommodations whenever possible. If the request must be forwarded to another individual for processing, the recipient of the request must promptly notify the requester to whom the request has been referred for handling. The supervisor, manager or EEO staff member must communicate with the requestor where the specific limitation, problem, or barrier is unclear, where the effective accommodation is not obvious, or when choosing among different possible accommodations.

b. The AMC EEO office will oversee the agency's reasonable accommodation process. The AMC EEO office acts as a resource for individuals with disabilities and agency decision makers. A proposed accommodation will not be denied on the basis of cost or operational difficulty

without prior consultation with AMC EEO and AMC Office of Command Counsel. This will

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reduce the risk that managers or supervisors will deny a request based solely on the resources of their individual office budgets or based merely on speculation.

c. Requests will be granted or denied expeditiously absent extenuating circumstances. In the event of a delay, the responsible agency official should confer with the individual and consider providing temporary measures. Any denials will be in writing and include specific reasons for denial. In case of denial, individuals may use an informal dispute resolution for reconsideration of any denials. In addition to being in writing and including the specific reasons for the denial, denials must also identify the employee or office that made the decision. Additionally, the denial must include information about the individual's right to file an EEO complaint and to invoke other statutory processes, and information about the availability of the informal dispute resolution process.

d. In some cases, employees may be asked to provide medical documentation. The agency may not request medical information in support of every accommodation request, but rather may require reasonable information/documentation where the disability and/or need for accommodation is not obvious or otherwise known. The agency may only seek that documentation which is reasonably necessary to establish that the requester is an individual with a disability and needs the accommodation requested. All medical information is confidential.

e. The AMC EEO office is responsible for maintaining a recordkeeping system. All organizations will forward reasonable accommodation information to the EEO office.

5. Any questions or concerns should be addressed to the AMC EEO office (703) 806-8665. General guidelines can be found on EEOC website www.eeoc.gov.

//Signed//
BENJAMIN S. GRIFFIN
General, USA
Commanding

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